G. R. S. 58].

Previous references.

Later references.

Railway Secrett
1916.
E.A.G.)

1

File No. 96 of 1916

Serial Nos. 1-3

GENERAL AND REVENUE SECRETARIAT.

P-24
E

Serial Nos. 1-3

Part B for

SUBJECT.

Inspection Rules: for the Railway Secretariat

G. O. No. 96—E. A. G., dated 20th July 1916

Inspection Rules.

Sanctions — for the Railway Secretariat.

W D 76—GPB—25-7-16—250

W D 1351—GPB—20,000—18-12-15

Section
13.8.16

2

GENERAL AND REVENUE SECRETARIAT.

(E & AB)

NOTES.

E. A. File No. 6196

FILE HEADING.

Proposals ~~Correspondence~~ for the periodical inspection of the Office of the Railway Secretariat.

From

The Hon'ble Secretary to Govt. for Rlys:

No. 1043 Dated 6-10-15 Received 7-10-15.

Diary No.	Enclos. nil Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

States that the question of formulating proposals with regard to inspection of offices is receiving attention and a reply will be sent shortly.

NOTES AND ORDERS.

Proposals will be awaited. D'Mysr Reminder is issued.

Issued 23/11/16.

R. 18-1-16.

DMU 19/1/16

P.T.O

NOTES—First Sheet.

GPB—20,000—8-8-14

G. R. S. 12]

General and Revenue Secretariat.

G & C (G) File No. 96 of 1916-16

Serial No.

1 From The Secretary for Railways
No 2196 D 8/2/16
Submits proposals for the periodical inspection of the Railway Secretariat.
2 Sent with a draft order.
hw 10/2/16
3 Please bring up in person
RLL 11/2

4 Sent with some pencil additions and alterations on the memo of questions
hw 2/3/16
5 Dowden For approval or other orders
RLL 6/3/16
6 Please put up a fair copy of this Inspection memo after incorporating revisions as noted
Dowden 6/3 RLL 15/3
7 Sent with a typed copy of the memo
hw 27/3/16
8 The draft order may be approved.
R Maclagan Dewan 28/3/16
Draft approved by Dewan with an addition
hcs 4.7.16.
4/7. Some RLL 4/7
For send to Press for print 8/7/16

L III

5-133
28.3.16

NOTE—Contn. sheet.

GPB—70,000- 17-12-15

4 3

G. R. S. 12]

General and Revenue Secretariat. | E. & A. File No. 96 of 1916

Serial No.	
	2o The Secretary to Govt. for Railways.
3	Supdt: Govt. Stationery Depot.
	G. O. no 96-E. & A. dated 20.7.16.
	Sanctions Inspection Rules for Railway Dept.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

VIII 7/10

143

5

14

No. 1043 DIARY No. 377

19	-19
SECTION	E.A.B.
FILE No.	43-14
SERIAL No.	

MYSORE STATE RAILWAYS,
Central Office,
Bangalore, 6th October 1915.

From

Rao Bahadur K. Krishnaiengar, Esq., B.A., L.C.E.,
Offg. Secretary to the Government of Mysore for
Railways, Bangalore.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government, General Department.

Sir,

With reference to your letter No.631/E.A. dated 30th Septem-
-ber/1st October 1915 calling for detailed proposals with regard to the inspection of offices, I have the honour to state that the -- matter is receiving attention and that a reply will be sent shortly.

I have the honour to be,
Sir,
Your most obedient servant,

For Offg. Secretary for Railways,
Government of Mysore.

VIII
11/2

No. 2196

Encl. one folder.

MYSORE STATE RAILWAYS,
Central Office,
Bangalore, 8th February 1916.

From

Rao Bahadur K. Krishnaiengar, Esq., B.A., L.C.E.,
Offg. Secretary to the Government of Mysore
for Railways.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government, General Department.

Sir,

Adverting to correspondence ending with your letter No.E.A.G.No.45 dated 19th January 1916 regarding the systematic inspection of offices, I have the honour to inform you that the Railway Secretariat will be inspected either by the Secretary for Railways or by the Under Secretary once a year soon after the close of the calendar year and the result of inspection will be reported in the form hereto appended.

I have the honour to be,
Sir,
Your most obedient servant,

K. Krishnaiengar
Offg. Secretary for Railways,
Government of Mysore.

7 16

G.R.S. 28]

Diary No. of letter replied to_____

GENERAL AND REVENUE SECRETARIAT.
( )

, *the* 191 .

Date of issue_____

Signed by_____

G.O. Rent & Press 8.7.16.

4 A 5. File No. 96
Serial No.

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

Correspondence ending with letter No 2196 of the 8th February 1916 from the Dy Secretary to Govt for Railways submitting proposals

~~ORDER THEREON.—No.~~

for the periodical inspection of his office.

Order thereon

No

over

SUBJECT.

GPB—50,000—1-12-12

8

The Railway Secretariat will be inspected once a year in January by the Secretary for Railways or the Under Secretary and the result reported in the form appended to this order.

2. The Assistant Secretary or the Manager of the Office (whoever may be appointed for the purpose) should go over these questions between the 1st and 7th of every month and record a certificate in an office register showing that he has gone through all the matters therein referred to and that all are being attended to & that all irregularities or arrears have been brought to the notice of the Head of the department —

For Secy, Govt Depth

To The Secy to Govt for Railways
" Depth, Govt Statutory Depth.

4.7.16.

16/7/16

9

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

R e a d--

Correspondence ending with letter No.2196 dated the 8th February 1916 from the Officiating Secretary to Government for Railways submitting proposals for the periodical inspection of his office.

Order thereon No. 96—E A G Dated 9/2/16.

The Railway Secretariat will be inspected once a year in January by the Secretary for Railways or by the Under Secretary and the result reported in the form appended to this order

2. The Assistant Secretary or the Manager of the office (whoever may be appointed for the purpose) should go over these questions between the 1st and 7th of every month and record a certificate in an office register showing that he has gone through all the questions and satisfied himself that all the matters therein referred to are being attended to and that all extraordinary irregularities or arrears have been brought to the notice of the Head of the Department.

2

Sd/ D. M. Narasimha Rao.
For Secretary to Government,
General Department.

To

The Secretary to Government for Railways
The Superintendent, Government Stationery Depot.

Press copy
Please return the
annexed proof early
for correction.
6/2/16.

HSR.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SECRETARY TO THE GOVERNMENT OF MYSORE FOR RAILWAYS.

****

1. Name of Inspecting Officer with designation. .....

2. Duration of Inspection { Date commenced. .....
{ Date concluded. .....

3. Previous Inspection. Date .....
Name and designation of Inspecting Officer. .....

.....

QUESTIONS.

I. GENERAL.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

. Is any note kept of late attendance?

Is absence on leave including casual leave authorised in all cases? Are the orders sanctioning leave systematically recorded?

3. Is the Office Manual kept corrected up to date and is work regulated according to its provisions?

4. Is there a printed gradation list of the officials of the office and is it corrected up to date?

5. Is a register of applications for appointments maintained and are selections made therefrom?

6. Are all appointments made in accordance with rules pertaining to the Department?

Service Registers and character Rolls.

7. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in safe custody?

8. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

9. Is a character roll maintained for each official for recording good and bad remarks passed by superior officers?

Distribution of work.

10. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient without being excessive?

11. Does each official maintain a diary and do the entries show sufficient work for each day?

What is the general condition of the work indicated by these records? Is it up-to-date and efficient?

4

Arrear Lists.

12. Does every official in each branch prepare and submit once a month a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated by the head of the branch and is a statement submitted by the 5th of the month following?

12

13. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

What is the state of work indicated by these records? What is the arrangement made for clearing arrears, if any?

A copy of the latest arrear list may be appended.

Reports & Returns.

14. Is a statement of the periodical reports and returns due from each branch prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? - Vide Rule 6 of the Efficiency Rules?

How many and which returns were overdue at the time of inspection?

Furniture List.

15. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable?

16. Is the furniture adequate to the needs of the office or more than necessary? What is the condition of the furniture kept?

Stationery & Forms.

17. Are the stationery stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a

13

verification by stock-taking done once in a year?

Is a general indent book maintained for monthly issue of stationery?

Are old and unserviceable articles sold by public auction and the proceeds credited to Government (vide rule 19 of the Stationery Rules)?

18. Is a register of periodical issue of stationery maintained? Vide Rule 36 of the Stationery Rules?

19. Are all receipts and issues of forms noted in a register?

File of Standing Orders.

20. Is a complete set of the Standing Orders of Government relating to the work of each branch of the office maintained? Is it provided with a list of contents and if bulky, also an index?

Is a similar file maintained of circulars issued from the office?

Library.

21. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

6

22. Is a catalogue of the office library maintained up-to-date?

23. Are all books received into the library correctly labelled and deposited in their appropriate places?

24. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc?

14 (11)

25. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

26. Is a monthly report of books removed and not returned submitted?

27. Are cases of loss of, or damage to, any books reported promptly and orders obtained for their replacement?

II. Correspondence registers.

28. Are the registers prescribed in the Office Manual properly maintained?

Are they written up neatly?
Are the entries concise and clear?

29. Are all receipts classified in the manner laid down in Rule 11 of the General Rules of Office Procedure?

Are the rules for the custody and disposal of confidential papers strictly observed?

30. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the "refer" book, peon book and tappal book.

7

31. Is a separate petition register maintained in the form prescribed by Rule 22 of the Petition Rules and does it show the method of disposal and the date and nature of endorsements granted?

32. Is there any abnormal delay in the disposal of petitions?

33. Are all the registers periodically examined by the head of the branch and the ministerial head of the office and signed by them in token of their inspection?

15 C12

III. Cash & contingencies.

34. Are the following registers prescribed by Rule 25 of the General Rules of Office Procedure maintained?

(1) Contingent Register.
(2) Order book for contingent charges.

35. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

36. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

37. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

38. Are all charges incurred on account of contingencies entered in the contingent register from day to day? - Vide Article 81 of the Civil Account Code. Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

39. Are all contingent charges incurred under due authority? 8

40. Is the expenditure kept within the budget grant?

41. Is the account of ~~the~~ service postage labels correctly written up? Who keeps them and where? Does the balance of labels agree with the book balance?

42. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

16 (13

43. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs.20? Is the register examined every month by the head of the office?

44. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

45. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

46. Are drafts of the office travelling allowance bills maintained in a register?

Is there any undisbursed travelling allowance kept? How is undisbused travelling allowance disposed of?

IV. Records.

47. Are all the records sorted according to the rules of the Office Manual? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?

48. Are records permitted to be removed without a substitute slip signed by the requisitioning official?

9

A list of the records taken out of the record room and outstanding for long periods may be given.

49. Have all time-expired papers been eliminated according to rules?

V. Miscellaneous.

50. Are the instructions for the preparation of the Weekly & Monthly proceeding volumes carried out strictly? Are indexes regularly prepared for the Monthly Proceedings Volumes?

17 (4

51. Is an inspection minute book maintained and written up as laid down in para 4 of Government Order No.10870-918-E. A. 43-14-1, dated 10th April 1915?

52. Extent to which points noted for action at previous inspections have been attended to may be noted.

53. General remarks if any.

10

27/8/16

18

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 96—E. A. G., dated 20th July 1916

Inspection Rules.

Sanctions — for the Railway Secretariat.

W D 76—GPB—25-7-16—250

No. 96—E. A. G., DATED 20TH JULY 1916.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SECRETARY TO THE GOVERNMENT OF MYSORE FOR RAILWAYS.

1. Name of Inspecting Officer with designation.....

2. Duration of Inspection { Date commenced..... / Date concluded.....

3. Previous Inspection { Date..... / Name and designation of Inspecting Officer.....

QUESTIONS.

General.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

Is any note kept of late attendance?

Is absence on leave including casual leave authorised in all cases? Are the orders sanctioning leave systematically recorded?

3. Is the Office Manual kept corrected up-to-date and is work regulated according to its provisions?

4. Is there a printed gradation list of the officials of the office and is it corrected up to date?

5. Is a register of applications for appointments maintained and are selections made therefrom?

6. Are all appointments made in accordance with rules pertaining to the Department?

Service Registers and Character Rolls.

7. Is a Service Register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in safe custody?

8. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

19

S. O. 8

Inspection Rules.

No. 96—E. A. G., DATED 20TH JULY 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Correspondence ending with letter No. 2196, dated the 8th February 1916, from the Officiating Secretary to Government for Railways, submitting proposals for the periodical inspection of his office.

Order No. 96—E. A. G., dated 20th July 1916.

The Railway Secretariat will be inspected once a year in January by the Secretary for Railways or by the Under Secretary and the result reported in the form appended to this order.

2. The Assistant Secretary or the Manager of the office (whoever may be appointed for the purpose) should go over these questions between the 1st and 7th of every month and record a certificate in an office register showing that he has gone through all the questions and satisfied himself that all the matters therein referred to are being attended to and that all extraordinary irregularities or arrears have been brought to the notice of the Head of the Department.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Secretary to Government for Railways.
The Superintendent, Government Stationery Depot.

EXD.—C. R.

9. Is a character roll maintained for each official for recording good and bad remarks passed by superior officers?

Distribution of Work.

10. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient without being excessive?

11. Does each official maintain a diary and do the entries show sufficient work for each day? What is the general condition of the work indicated by these records? Is it up-to-date and efficient?

Arrear Lists.

12. Does every official in each branch prepare and submit once a month a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated by the head of the branch and is a statement submitted by the 5th of the month following?

13. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

What is the state of work indicated by these records? What is the arrangement made for clearing arrears, if any?

A copy of the latest arrear list may be appended?

Reports and Returns.

14. Is a statement of periodical reports and returns due from each branch prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? *Vide* Rule 6 of the Efficiency Rules?

How many and which returns were overdue at the time of inspection?

Furniture List.

15. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result

reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable?

16. Is the furniture adequate to the needs of the office or more than necessary? What is the condition of the furniture kept?

Stationery and Forms.

17. Are the stationery stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

Is a general indent book maintained for monthly issue of stationery?

Are old and unserviceable articles sold by public auction and the proceeds credited to Government? (*Vide* Rule 19 of the Stationery Rules.)

18. Is a register of periodical issue of stationery maintained? (*Vide* Rule 36 of the Stationery Rules.)

19. Are all receipts and issues of forms noted in a register?

File of Standing Orders.

20. Is a complete set of the Standing Orders of Government relating to the work of each branch of the office maintained? Is it provided with a list of contents and if bulky, also an index?

Is a similar file maintained of circulars issued from the office?

Library.

21. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

22. Is a catalogue of the office library maintained up-to-date?

23. Are all books received into the library correctly labelled and deposited in their appropriate places?

24. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

25. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

26. Is a monthly report of books removed and not returned submitted?

27. Are cases of loss of, or damage to, any books reported promptly and orders obtained for their replacement?

II. Correspondence Registers.

28. Are the registers prescribed in the Office Manual properly maintained?

Are they written up neatly? Are the entries concise and clear?

29. Are all receipts classified in the manner laid down in Rule 11 of the General Rules of Office Procedure?

Are the rules for the custody and disposal of confidential papers strictly observed?

30. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the "refer" book, peon book and tappal book.

31. Is a separate petition register maintained in the form prescribed by Rule 22 of the Petition Rules and does it show the method of disposal and the date and nature of endorsements granted?

32. Is there any abnormal delay in the disposal of petitions?

33. Are all the registers periodically examined by the head of the branch and the ministerial head of the office and signed by them in token of their inspection?

III. Cash and Contingencies.

34. Are the following registers prescribed by Rule 25 of the General Rules of Office Procedure maintained?

(1) Contingent Register.

(2) Order book for contingent charges.

35. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

36. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

37. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

38. Are all charges incurred on account of contingencies entered in the contingent register from day to day? (*Vide* Article 81 of the Civil Account Code.) Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

39. Are all contingent charges incurred under due authority?

40. Is the expenditure kept within the budget grant?

41. Is the account of service postage labels correctly written up? Who keeps them and where? Does the balance of labels agree with the book balance?

42. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

43. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of the office?

44. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

45. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

46. Are drafts of the office travelling allowance bills maintained in a register?

Is there any undisbursed travelling allowance kept? How is undisbursed travelling allowance disposed of?

IV. Records.

47. Are all the records sorted according to the rules of the Office Manual? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?

48. Are records permitted to be removed without a substitute slip signed by the requisitioning official?

A list of the records taken out of the record room and outstanding for long periods may be given.

49. Have all time-expired papers been eliminated according to rules?

V. Miscellaneous.

50. Are the instructions for the preparation of the Weekly and Monthly proceeding volumes carried out strictly? Are indexes regularly prepared for the Monthly Proceedings Volumes?

51. Is an inspection minute book maintained and written up as laid down in para 4 of Government Order No. 10870-918—E. A. 43-14-1, dated 10th April 1915?

52. Extent to which points noted for action at previous inspections have been attended to may be noted.

53. General remarks, if any.